

CALIFORNIA ENERGY COMMISSION

1516 NINTH STREET
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www.energy.ca.gov



February 18, 2010

TO: INTERESTED PARTIES

**SUBJECT: State Energy Efficient Appliance Rebate Program (SEEARP),
RFP #400-09-404, Addendum #3**

Notice Is Hereby Given That The Above RFP Is Amended As Follows:

- The RFP document has been modified to address the minimum technical score for evaluation of proposals. Specifically:
 - changes have been made to the Evaluation Process and Criteria section of the RFP to identify a minimum technical score of 700 points;

Attached are:

1. RFP 400-09-404 Addendum #3 (pages 16, 17, and 23).

The delivery date for proposals has not been modified. Proposals must be delivered no later than 3 p.m., February 18, 2010, to the Energy Commission's Contracts Office. Bidders are reminded that proposals containing confidential information, or including any material marked as confidential shall be rejected in their entirety. This includes cost forms.

Except as herein amended, all other terms and conditions shall remain the same.

Sincerely,

Rachel L. Grant

Rachel L. Grant
Contracts Officer

III. Evaluation Process and Criteria

ABOUT THIS SECTION

This section explains how proposals will be evaluated. It describes the evaluation stages, preference points, and scoring of all proposals. A Bidder's proposal will be evaluated and scored based on its response to the information requested in this RFP.

During the evaluation and selection process, the Energy Commission may interview a Bidder either by telephone or in person at the Energy Commission for the purpose of clarification and verification of information provided in the proposal. However, these interviews may not be used to add to or change the contents of the original proposal.

PROPOSAL EVALUATION

To analyze all Proposals, the Energy Commission will organize an Evaluation Committee. The Proposals will be analyzed in two stages:

Stage One: Administrative and Completeness Screening

The Contracts Office will review Proposals for compliance with administrative requirements and completeness. Proposals that fail Stage One may be disqualified and eliminated from further evaluation.

Stage Two: Technical and Cost Evaluation of Proposals

Proposals passing Stage One will be submitted to the Evaluation Committee to score proposals based on the Evaluation Criteria in this Section. The Evaluation Committee may, at its discretion, seek clarification of any point in the written technical proposal through a clarification interview with the Bidder. All Preferences will be applied, if applicable to all proposals attaining a minimum technical score of 700 points or more. Proposals not attaining a minimum technical score of 700 points or more shall not be eligible for award.

Notice of Proposed Award

The contract shall be awarded to the responsible bidder with the highest combined score.

Subsequent to the Proposal evaluations, the Energy Commission will post a "Notice of Proposed Award" at the Commission's headquarters in Sacramento, and on the Commission's Web Site.

III. Evaluation Process and Criteria, Continued

Scoring Scale

The Evaluation Committee will give a score from zero (0) to ten (10) for each criterion described below. The point calculations reflect the averages of the combined scores of all Evaluation Committee members.

Point Scale

0 Points	<ul style="list-style-type: none">✓ Is not in substantial accord with the RFP requirements.✓ Has a potential significant effect on the amount paid or net cost to the State or the quality or quantity of product and/or service.✓ Provides an advantage to one competitor over the other competitors, for example, not paying minimum wages.
1-3 Points	<ul style="list-style-type: none">✓ The proposal states a requirement, but offers no explanation of how or what will be accomplished.✓ The response contains a technical deficiency which is an inaccurate statement or reference concerning the how, what, where, or when, which is part of an overall statement or description.
4-6 Points	<ul style="list-style-type: none">✓ Satisfies the minimum requirements and describes generally how and/or what will be accomplished.
7-9 Points	<ul style="list-style-type: none">✓ Satisfies the minimum requirements and specifically describes how and/or what will be accomplished in an <u>exemplary manner</u>, using sample products and illustrative materials (i.e., diagrams, charts, graphs, etc.).
10 Points	<ul style="list-style-type: none">✓ Exceeds the minimum requirements and specifically describes how and/or what will be accomplished both quantitatively and qualitatively, using sample products and illustrative materials (i.e., diagrams, charts, graphs, templates, etc.).

PREFERENCE POINTS

A Bidder may qualify for non-technical preference points such as Small/Micro Small Business, Non-Small Business, and Disabled Veteran Business Enterprises (DVBE). Each qualifying Bidder passing the minimum technical evaluation of 700 points will receive the applicable preference points.

Small / Micro-Business

Bidders who qualify as a State of California certified small business will receive five percent (5%) preference points based on the highest responsible bidder's total score, if the highest scored proposal is submitted by a business other than a certified small business. Bidders qualifying for this preference must submit their Small Business Certification and document their status in Attachment 1, Contractor Status Form.

III. Evaluation Process and Criteria, Continued

Evaluation Criteria	Weight Factors	Total Possible Score
9. <u>Project Budget (Cost Factor):</u> This score will be based on: <ul style="list-style-type: none"> Consistency of budget with the Scope of Work. The project budget itemizes reasonable costs for personnel, in-direct costs, subcontractors, equipment, operating expenses, fees, etc., for each task. The proposal itemizes the budget in sufficient detail to justify the expenditures by task. The Budget includes the required information for personal services, subcontractors, operating expenses, fees, and total expenditures. The budget shows that key personnel and subcontractors will be committed to the project for the appropriate number of hours and functions to accomplish the activities described in the work statement. 	30	300
<u>Total Technical Score (minimum: 700)</u>	100	1000
<u>Small / Micro Business Preference</u>	Points based on highest technical score	
<u>Non-Small Business Preference</u>	Points based on highest technical score	
<u>TACPA, EZA, or LAMBRA</u>	Points based on highest technical score	
<u>DVBE Incentive</u>	Points based on DVBE commitment. See Attachment 3.1.	
<u>Total Score</u>	Total score based on total technical score and applicable preference points.	